

**Minutes of a meeting of Shobnall Parish Council  
held at Brook House, Shobnall Road  
on Monday 20 March 2023 commencing at 7pm**

**Present**

Councillor Dennis (in the Chair)  
Councillors Dittmer, Donlon, Pennicott and Shilton

**Also present**

Mary Danby, Clerk

**Public Forum**

No members of the public were present at the meeting.

**135. Apologies**

Councillor Asghar

**136. Declarations of Interest and receive written applications for dispensations under the Localism Act 2011**

None declared.

**137. Minutes**

**Resolved** That the Minutes of the meeting held on 20 February 2023 be approved as an accurate record.

**138. Matters arising**

**Minute No. 86 – Noise levels on Forest Road**

Simon Gibbard, Network Operations Director, Palletforce will be attending the Annual Parish Meeting on 17 April 2023 to discuss the noise levels caused by HGV's braking which significantly impact on residents late at night.

**139. County Councillor**

Councillor Afsar was not present at the meeting and a report had not been provided.

**140. Borough Councillors reports**

Councillors McKiernan and Walker were absent due to their attendance at ESBC's council meeting which was being held on the same evening as the Parish Council meeting.

**141. Financial matters**

**141.1 Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
MW Cripwell Ltd	Defibrillator inspections: £144.00 1 No. Call-out: £34.50	BACS	178.50	29.75
Computer Lifeline	Recovery of Shobnall PC's website	BACS	65.00	0.00
Bradleys Tax & Accountancy Services	Payroll service 2022/23	BACS	114.00	19.00
HSBC UK	Bank charges (February)	DD	8.00	0.00
Information Commissioner's Office	Data protection renewal fee	DD	35.00	0.00
Clerk	Salary and expenses	BACS	747.64	0.00
HMRC	NI/PAYE 4 <sup>th</sup> quarter 2022/23	BACS	605.79	0.00
Clerk	Reimbursement: Copier paper	BACS	28.97	4.83
<b>TOTAL</b>			<b>1,782.90</b>	<b>53.58</b>

**Resolved** That the above payments be approved.

#### 141.2 Bank reconciliation at 28 February 2023

Bank Reconciliation	£
Current Account	70,537.22
Business Money Manager Account	30,200.80
	<b>100,738.02</b>

**Resolved** That the above was a true record.

#### 141.3 Earmarked Reserves (EMRs) as at 28 February 2023

Earmarked Reserves	£
Elections	10,000.00
Proposed skatepark extension	44,100.00
Dallow Lock mural refurbishment	14,000.00
Replacement IT equipment	5,000.00
General Reserve	27,638.02
	<b>100,738.02</b>

**Resolved That:**

- The EMRs be agreed.
- New Earmarked Reserves be created at Year End for the proposed Speed Indication Device (£6,500) and Moor Street (pedestrianised area) bench (£2,000)

#### 142. Receipts/payments to 28 February 2023

**Agreed** The report be noted.

**143. Re-appointment of Internal Auditor**

**Resolved** That Toplis Associates Ltd be re-appointed to act as the council's Internal Auditor for the 2023/24 financial year.

**144. Proposed seating on the pedestrian route from Moor Street – Shobnall Road (adjacent to the former Imex Centre): Update (Minute Nos. 29,44(b) and 59 refer)**

The council was advised that further information had been requested by the County Council's Legal Section.

**Agreed** That the Clerk provide the requested information and a S50 Licence be sought for one bench only at this time.

**145. Shobnall St Aidan (Minute Nos. 84 and 96 refer)**

The council received the Archdeacon's response which indicated that a local consultation would be welcome but not in any way a public poll on the potential future use of the Church. Adding that any suggestions would need to come with the backing of a group or organisation who wished to obtain the building for the proposed community uses.

**Agreed** That Councillor Pennicott arrange to view the Church building and provide a report to a future meeting of the council.

**146. Shobnall Road: Proposed SID (solar powered) (Minute No. 128 refers)**

The council considered the information obtained in response to the queries raised at the previous meeting.

**Agreed** That the council is keen to progress the SID provided that the following steps are completed satisfactorily:

- Consultation with residents of adjacent properties completed
- Provided there are no objections, a S50 Licence is to be applied for from the County Council at a cost of £378
- Provided that the S50 Licence is granted, Amey to be appointed as the council's contractor to apply for the Permit to Dig and supply and install the post at a cost of c£2,250
- Once the above steps are completed, the SID is to be ordered from Traffic Technology Ltd at a cost of £2,866.50 (cost as at March 2023 – it was noted that this may increase due to inflationary pressures)

**147. Dallow Lock mural**

Deferred to the next meeting.

**148. The Local Government Boundary Commission for England:  
Consultation on division boundaries for Staffordshire County Council (Minute No. 130 refers)**

Councillor McKiernan had advised that the Review will not affect the Parish boundary but the Ward boundary will be shortened to end at the A38 flyover so the houses up to Forest Road and the Community Centre and Reservoir Road will be lost. She also thinks that it will affect the houses being built as part of Branston Locks as well as they may be classified as Outwoods.

**Agreed** That the information be noted.

**149. Annual review of policies**

**Resolved** That the following policies be approved with no changes:

- Asset Register
- Equal Opportunities Policy
- Grievance Procedure
- Sickness and Absence Policy

**150. Planning matters**

**150.1 Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2022/01325	188 Waterloo Street	Conversion of first floor to create 4 apartments
<p><b>Objection on the following grounds:</b></p> <ul style="list-style-type: none"> <li>▪ The waste collection and storage are shown sited at the back of the adjacent property. The Design and Access Statement notes that the owner now owns the adjacent property for this to take place.</li> <li>▪ The application form describes the proposal as being “Change of use of first floor to create additional 2 apartments” yet the existing use is stated as being “Class E, storage and C3”, yet the proposed design is for 4no. apartments (2no. 3 bedrooms and 2no. 2 bedrooms)</li> <li>▪ Does ESBC’s Houses in Multiple Occupation Policy 2018 apply to this application? If it does, do the room sizes meet the required criteria?</li> <li>▪ Is it necessary that the side windows in the apartments have to be obscure glass?</li> <li>▪ No outside amenities are provided (ESBC’s Separation Distances and Amenity SPD refers)</li> <li>▪ Where are the staff toilets being relocated to as these are currently on the first floor?</li> <li>▪ Lack of parking (Shobnall Neighbourhood Plan, Policy T5 – Parking refers). Page 3 of the Design and Access statement notes “<i>The site is located in a sustainable location, with bus routes and cycle routes parking has been exempt, the client can bide with a section 106</i>”. Is a S106 Agreement applicable to this size of development?</li> <li>▪ The Design and Access statement gives previous planning history:</li> </ul>		

- P/2011/01310/MB shows a two bedroom flat over the shop, PAK Superstore, 188/189 Waterloo Street and a one bedroom flat in the loft conversion.
- P/2017/00162 is for retain roof height of existing extension, cooling storage and single storey extension.
- P/2021/00938 stated non-residential extension. To treat 188 and 189 as one store, erection of two storey and first floor rear extension and formation of dropped kerb. This shows the storage area on the second floor in the current plans. *“Scale: The rear building will be double storey, with a parapet of 200mm at the top. The scale is to use as much space within the ownership to maximize the potential, and the height of the building has used the surrounding **buildings with obscure windows, giving neighboring properties there privacy** . This design proposal will therefore not overlook or intrude on adjoining properties, thus keeping the existing privacy of the residential and commercial buildings surrounding the development”* (page 4 of Design and Access Statement).

The Parish Council has asked Councillor Paul Walker to call in the application for consideration by the Planning Committee.

P/2022/01390	10 Ravens Way	Erection of a detached outbuilding to form garage, store and study
<b>Comment:</b> The Parish Council request that, if the application is permitted, a condition be applied stating that the outbuilding is not to be used for domestic accommodation in the future.		
P/2022/01469	Soufflet Malt UK Shobnall Maltings Wellington Road	Demolition of existing pump house, chimney, oil tanks, gantry and canopy and erect 2 new Germination Vessels with gantry, conveyor and external lighting
No objection		

## 150.2 Planning Decisions

**Resolved** That the report be noted.

## 151. Website

Computer Lifeline had provided further information to the council about the issues that had been experienced with the website, leading them having to recover it and asking if the council wanted to consider moving it fully to their hosting and support at a cost of £95 pa.

**Resolved That:**

- The council does not wish to renew the current website hosting and support contract when it expires on 31 March 2023.
- That the council will be moving the website hosting and support to Computer Lifeline at a cost £95 pa with effect from 01 April 2023.

**152. Councillors' questions**

- Councillor Pennicott said that he had spoken with the Manager of The Albion and she had expressed an interest in having a defibrillator installed on the exterior of the property. **Agreed** that the Clerk progress this with The Albion's Manager.
- Councillor Dennis referred to a recent article in the Burton Mail regarding a two-month trial of 'noise cameras' in four UK cities that had been completed and motoring groups were awaiting the outcome of the trial to combat noise pollution across Britain.

**153. Correspondence and circulars**

**153.1 SPCA**

The SPCA's weekly Bulletins had been circulated to all councillors.

**153.2 Highways England**

The A38 Traffic Management Bulletins had been circulated to all councillors.

**153.3 Meeting with the Police and Fire Commissioner**

The council were advised that Outwoods PC are organising an in-person meeting in Outwoods with the Police and Fire Commissioner to discuss crime and policing in the area. The meeting should be taking place one evening in May. Outwoods PC asked that they be informed if any councillors would like to attend the meeting so that they can work out numbers and ensure adequate seating at the venue.

**Agreed** That dependent on the date and time of the meeting, Councillor Pennicott would attend the meeting.

**154. Annual Parish Meeting**

The Annual Parish Meeting will be held on Monday 17 April 2023 commencing at 6.30pm. The council meeting will follow immediately after the Annual Parish Meeting.

**Date of next meeting**

**Annual Parish Meeting: Monday 17 April 2023 commencing at 6.30pm at Brook House, 18 Shobnall Road, Burton upon Trent DE14 2BA followed by the April council meeting.**

The meeting closed at 8.40pm

Signed .....

Date .....